



Mid-Columbia Economic Development District

**MCEDD Loan Administration Board Meeting**  
**Tuesday, February 5, 2019**  
**8:00am**

MCEDD Office, 515 East Second Street, The Dalles

**AGENDA**

<b><u>Topic</u></b>	<b><u>Estimated Time</u></b>	<b><u>Item</u></b>
Call to Order, Introductions, Conflict of Interest Disclosures		
Loan Administration Board Minutes <i>January 15, 2019</i>	5 minutes	Approval
Loan Modification Request <i>LDB Beverage, LLC</i> <i>Veronica's Salsa, LLC</i>	5 minutes	Information
<b><i>Executive Session per ORS 192.660 (f) (Exempt Documents)</i></b> <i>Regular Session Reconvened</i>		
Loan Actions	10 minutes	Decision
Loan Reports <i>Activity Report</i> <i>Delinquency Report</i>	10 minutes	Information
<b><i>Executive Session per ORS 192.660 (f) (Exempt Documents)</i></b> <i>Regular Session Reconvened</i>		
Other New Business		
Adjourn		

The meeting location is accessible to persons with disabilities. If you have a disability that requires any special materials, services or assistance, please contact us at (541) 296-2266; TTY 711 at least 48 hours before the meeting. MCEDD is an equal opportunity employer, lender and provider.

## **Executive Session Protocol MCEDD Loan Administration Board**

After discussion agenda items are presented in open session by MCEDD staff, the LAB Chair will state the following: "Pursuant to ORS 192.660(f), Exempt Documents, I call the Executive session of the MCEDD Loan Administration Board to order".

LAB Chair asks all non-staff and non LAB members to leave the meeting. Staff will explain to visitors where they can wait and that they will be invited into Executive Session when their agenda item will be discussed.

For each discussion item on the agenda for Executive Session, the LAB Chair will follow the following procedural steps:

1. Invite the loan applicant (or their representative) into the Executive Session for the presentation of their loan request. LAB Chair requests a brief presentation from MCEDD staff on a summary of the loan proposal or other discussion item.
2. After presentation of information by staff, the LAB Chair asks if there are any questions for the loan applicant or MCEDD staff.
3. Following questions and discussion by the LAB, the loan applicant (and/or their representative) is asked to leave Executive Session with instruction that they will be invited into the Open session when Executive Session is adjourned.
4. LAB Chair asks LAB members if there is any discussion related to loan request that needs to take place before inviting the next loan applicant or other persons in to Executive Session for the next discussion item.
5. Additional discussion between the LAB members takes place then Steps 1-5 are repeated for each following discussion item for Executive Session.

At the end of discussion, the LAB chair will close the Executive Session. The LAB moves back to open session. At this point, the LAB Chair asks for a motion on the decision items in open session. Following a proper motion (motion and a second), the LAB chair requests discussion on the motion. Following any discussion, the LAB chair request a vote ("all those in favor, signify by saying aye" "all opposed signify by saying nay" "any abstentions?"). Staff may ask for a roll-call vote, if the responses are unclear

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**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT  
LOAN ADMINISTRATION BOARD MEETING MINUTES**

Tuesday, January 15, 2019  
8:00 am  
MCEDD OFFICE, 515 East 2<sup>nd</sup> Street, The Dalles, OR

**ATTENDANCE:**

BOARD: Scott Clements, AJ Tarnasky, Bob Hamlin, Rex Johnston, Bob Benton, Joe Dabulskis, Dillon Borton (*Note: All listed board members participated via tele-conference*).

GUEST: Ken Bailey (MCEDD Board Chair)

STAFF: Eric Nerdin (Loan Fund Manager), Jessica Metta (Deputy Director)

**CALL TO ORDER:**

Scott Clements called the meeting to order at 8:01 am. A quorum was present. A round of introductions took place. Scott requested declaration of any conflicts of interest. None were noted.

**LOAN ADMINISTRATION BOARD MINUTES**

Bob Hamlin moved to approve the minutes from December 18, 2018. Rex Johnston seconded the motion. Scott Clements abstained as he did not participate in the meeting. All else voted aye. Motion passed.

**LOAN MODIFICATION REQUEST: PIONEER PIZZA, LLC**

Eric Nerdin presented a loan modification request for Pioneer Pizza, LLC to release a vehicle as collateral.

**EXECUTIVE SESSION**

Per ORS 192.660 (f) Exempt Documents, the MCEDD Loan Administration Board moved into Executive Session at 8:03 a.m.

*(Bob Benton joined the meeting at 8:04 a.m.)*

Regular session was reconvened at 8:06 a.m.

**LOAN ACTION: PIONEER PIZZA, LLC**

Rex Johnston moved to approve the extension of Pioneer Pizza, LLC's loan for 12 months with monthly loan payments remaining at \$500.95. Bob Hamlin seconded the motion. Motion passed unanimously.

*Discussion: No discussion.*

**LOAN UPDATES**

Eric Nerdin presented updates on the loans with LDB Beverage Company, Seufert Enterprises, and an updated on funded and delinquent loans.

**EXECUTIVE SESSION**

Per ORS 192.660 (f) Exempt Documents, the MCEDD Loan Administration Board moved into Executive Session at 8:08 a.m.

*(Joe Dabulskis joined the meeting at 8:10 a.m.)*

Regular session was reconvened at 8:16 a.m.

**LOAN ACTIONS**

No loan actions needed.

**OTHER NEW BUSINESS**

No other new business was presented.

**ADJOURNMENT:** The meeting was adjourned at 8:17 a.m.

*Respectfully submitted by Jessica Metta, Deputy Director*